

# CROSS BORDER CO-OPERATION REGIONAL OFFICE CLARASI

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## **Rules for organizing and development of the recruitment process that should be held at the headquarters**

**Cross Border Co-operation Regional Office Clarasi**

**on April 28<sup>th</sup>, 2009**

### **SECTION 1 - Activities to be carry out before the recruitment process**

#### **ART. 1**

(1) Regarding the development of the recruitment process, CBC ROC will publish at least 20 calendar days before:

- a) the conditions of recruitment process, the deadline and place for submission the personal applications (the deadline is at least 2 days prior to the recruitment process, 2.00 p.m.), also the date, time and place of the written exam and the structured interview;
- b) the bibliography established by the CBC ROC Executive Director, based on the proposals received from the Heads of Units (for each vacant position was established the bibliography – Annex 1 to the present document);
- c) the conditions for participation at the recruitment process – the vacant positions for which the recruitment process is organized, the appropriately qualification for each of vacant positions, other specific conditions (the job description for each vacant position was elaborated and contains the following information: the name of the position; the level of the position; the main objectives of the position; position requirements in regards to qualifications, experiences, skills and abilities - Annex 2 to the present document);
- d) the publicity will be made in national and/or local media from the eligible area (both in Romania and in Bulgaria), on the websites of CBC ROC, of the Programme, of MRDH in Romania, and of MRDPW in Bulgaria; the advertisement will be displayed at CBC ROC headquarters. Other institution with responsibilities in the field, from Romania and Bulgaria, will be informed. The advertisement will be published in English language on the above websites. As for the media, it will be published in the national language.

(2) CBC ROC will request within 7 days before, to Ministry of Regional Development and Housing from Romania and Ministry of Regional

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Development and Public Works from Bulgaria to nominate an observer from each of it, in the Recruitment Committee.

(3) CBC ROC has the responsibilities to constitute the Recruitment Committee and the Committee for solving the appeals.

*a) The Recruitment Committee is composed of:*

- Chair person - non voting member;

Executive Director of CBC ROC nominates the Chair person by decision, and he/she is one of CBC ROC staff member.

- Secretary - non voting member;

The secretary is an expert from CBC ROC and will be nominated by Executive Director of CBC ROC.

- Assessors - voting members;

The assessors are experts from CBC ROC.

- Observers - non voting members.

The observers are experts from the Managing Authority and/or the Bulgarian National Authority.

*b) The Committee for solving the appeals is composed of:*

- Chair person – non voting member;

Executive Director of CBC ROC nominates the Chair person by decision, and he/she is one of CBC ROC staff member.

- Secretary – non voting member;

The secretary is an expert from CBC ROC and will be nominated by Executive Director of CBC ROC.

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- Assessors – voting members.

The assessors are experts from CBC ROC.

## **ART. 2**

Before the recruitment process, CBC ROC should display at the CBC ROC headquarters and on its web site, the conditions for development of the recruitment process, conditions to participate at the recruitment process, bibliography and the requested documents to complete the personal applications. MRDH and MRDPW will publish on their websites links to the above information. The same will be done on the Programme's website.

## **SECTION 2 - The responsibilities of the Recruitment Committee**

### **ART. 3**

The Chairperson of the Recruitment Committee has the following main responsibilities:

- a) ensures the sound management of the recruitment process;
- b) establishes a certain percentage for each evaluation step mentioned at art. 10, by decision, depending on the degree of their agreement;
- c) ensures that the provisions established through the present document are respected.

### **ART. 4**

The secretary of the Recruitment Committee has the following main responsibilities:

- a) establishes, writes and signs along with the entire recruitment documentation regarding a specific activity;
- b) ensures the transmission of the results of all stages of the recruitment process;
- c) records in a Minute the results of the recruitment committee;

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- d) meets any other specific tasks necessary for the proper development of the recruitment process.

## **ART. 5**

The voting members of Recruitment Committee have the following main responsibilities:

- a) select the applications of the candidates;
- b) assess the submitted applications;
- c) elaborate the topics / different versions for the questionnaires for written exam;
- d) establish the plan for the structured interview and participates at the structured interview;
- e) elaborate the corresponding evaluation/selection criteria and the scoring sheets;
- f) give scores for each candidate to each evaluation step.

## **SECTION 3 - The responsibilities of the Committee for solving the appeals**

### **ART. 6**

The Chairperson of the Committee for solving the appeals has the following main responsibilities:

- a) ensures the sound management of the recruitment process;
- b) ensures that the provisions established through present document are respected.

### **ART. 7**

The secretary of the Committee for solving the appeals fulfils the corresponding powers provided by art. 4 points b) and c).

### **ART. 8**

The voting members of the Committee for solving the appeals have the following main responsibilities:

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- a) solve appeals lodged by candidates regarding each evaluation step scoring of the selecting personnel process;
- b) record in a Minute appeals results to be communicated to the candidates.

### **SECTION 4 - The recruitment procedure development**

#### **ART. 9**

(1) In order to take part at the recruitment process, the candidates submitted to headquarters CBC ROC an application which shall contain the following supporting documentation:

- a) a motivation letter in English;
- b) the candidates CV – standard form, in English;
- c) copies of diploma or other official degrees (in Romanian or Bulgarian with a translation in English);
- d) copies of documents that attest relevant experience and skills (in Romanian or Bulgarian with a translation in English)
- e) copy of the work card (in Romanian or Bulgarian with a translation in English);
- f) copies of a birth certificate (in Romanian or Bulgarian with a translation in English);
- g) a copy of the marriage certificate (in Romanian or Bulgarian with a translation in English), if it is necessary;
- h) copy of the Identity Card of the applicant indicating his/her nationality (with a translation in English if the ID itself is not bilingual being English one of the languages).

(2) The copies of the documents referred to in paragraph (1) will be affiliated with a pronouncement which proves that the documents are authentic copies and translation into English is real – Annex 3 to the present document.

(3) The candidates considered available to fulfil a vacant position, after the recruitment process, must submit the certified copies of diploma or other official degrees from the personal application.

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(4) The candidates may submit the applications at CBC ROC headquarters or may send them by mail at the address: Cross Border Co-operation Regional Office Calarasi for the Romanian-Bulgarian Border, street December 1<sup>st</sup>, 1918, No 1, 910019, Calarasi County.

(5) Curriculum Vitae – standard form, is provided to the candidates by the CBC ROC secretariat and it will also be displayed on CBC ROC web site.

(6) If, for objective reasons, the recruitment process can not be held at the date and time set, CBC ROC has the obligation to announce this fact by the same means of information provided by art. 2, changes occurred during the development of the recruitment process.

### **ART. 10**

The recruitment process is comprised of four steps:

1. checking of administrative compliance of submitted application and eligibility of the applicant. It is an eliminatory step.
2. assessment of submitted application documentation. The applications will be assessed by the voting members and a score will be given for each of them.
3. written exam - a test questionnaire in English. Based on the evaluation grid (right answers), a score will be given for each test paper.
4. structured interview. Each voting members will give a score for each candidate.

### **ART. 11**

(1) Before carrying out the recruitment process, the Recruitment Committee has the obligation to select applications based on the fulfilment of the conditions for participation at the recruitment process.

(2) Results of selecting applications are mentioned in a document signed with "accepted" or "rejected".

(3) All "rejected" candidates will be informed, by phone, regarding the results of selecting personal applications.

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(4) All candidates passing the stage of the administrative compliance and eligibility check are invited to the written exam without any further notification.

### **ART. 12**

(1) On the date established for the written exam, the Recruitment Committee establish topics and different version for the questionnaires test. Each voting member should make one or more proposes for both evaluation forms.

(2) The questionnaires are determined based on the established bibliography, regarding the ability to reflect analysis and synthesis of candidates in accordance with the level and specific functions for which the recruitment process is organized. Also, it reveals candidates ability to use English. To fill the same position, the set questionnaire is identical in the same written exam.

(3) If, due to a large number of candidates, the written exam is organized into several series, test questionnaires will be changed every series, except for the situation in which they are organized simultaneously.

### **ART. 13**

Each voting member will assess all the personal applications and will give a score based on attached documentation.

### **ART. 14**

(1) Duration of the written exam is given by the Recruitment Committee in accordance with the degree of difficulty and complexity of topics, but can not exceed 3 hours.

(2) Before the written exam, candidates will be called out in order to meet prior formalities, checking identity. Checking the identity of candidates will be made only on basis of identity card.

(3) During the written exam, leaving the exam room will lead to candidate`s elimination from the recruitment process, except the emergency situations in

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which they should be accompanied by one member of the Recruitment Committee or a person who provide supervision.

(4) At the starting hour of the written exam, the Recruitment Committee present the topics.

(5) After the communication of the topics the access to late candidates or any person is denied, except the Recruitment Committee members or the persons who will carry out written exam surveillance. In this case the candidate is eliminated from the recruitment process.

(6) In exam room, during the written exam including formalities prior and subsequent to the finalisation of written exam, candidates are not allowed to hold or use any sources of consultation or mobile phones or other means of remote communication.

(7) Failure to comply with the provisions stipulated in paragraphs (6) attracts elimination of the candidate. The Recruitment Commission noting the breach of these provisions will eliminate the candidate from the exam room, will mention "cancelled" on the test paper and will record this fact (situation) in minute.

(8) The test papers will be drafted, under penalty of cancellation only on paper sets provided by CBC ROC, bearing its stamp on each page.

(9) When the pre-announced deadline for filling in the questionnaire elapsed, the candidate has the obligation to give to the Recruitment Commission the test paper.

### **ART. 15**

(1) The structured interview is held, usually in the same day or no later than 5 working days from the date of the written exam.

(2) Each member of the Recruitment Committee can address questions to the candidates, in English. Should not be addressed questions regarding the candidate's political opinion, Trade-Union activity, religion, ethnicity, gender, status and social or material origin.

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- (3) Each voting member will give a score for each candidate.

### **ART. 16**

At the end of the recruitment process is drawn up a minute which contains the development of the evaluation steps and the results obtained by each candidates, signed by the Recruitment Committee members.

### **SECTION 5 - Scoring tests and results communication**

### **ART. 17**

The result for each evaluation step is based on the arithmetic average scores given by each voting member of the Recruitment Committee.

### **ART. 18**

(1) The final results are communicated by display at the CBC ROC's headquarters within 3 working days from the date of structured interview – the last step of the recruitment process. The notice should remain at least 24 hours posted, and if appeals are lodged, 24 hours after solving them.

(2) Only candidates who have obtained a final result more than 7 will be considered available to fill vacant position.

(3) The candidate who got the highest result from the candidates who have competed for the same position is considered admitted to fill the vacant position.

(4) If there are equal results, the candidate who earned the highest score at the written exam has priority, and if equality remains, the candidate with specializations in the field office has priority.

(5) The final results will be communicated by displaying them at CBC ROC headquarters, not later than 3 working days from the date of the structured interview.

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## **ART. 19**

The final results, in decreasing order, will be included in a summary in which are mentioned the results for each evaluation step, in case of possible appeals.

## **SECTION 6 - Appeals solving**

### **ART. 20**

(1) After displaying the results, dissatisfied candidates may appeal, within 24 hours from the results display date for each evaluation step at CBC ROC headquarters, under penalty of right decay.

(2) Candidates may challenge the results obtained only from their own test paper from the written exam.

### **ART. 21**

The Committee for solving the appeals will analyze the minute's Annex and the minute prepared in terms provided by art. 4, point c) will give results for each evaluation steps (assessment of applications, written exam and structured interview) and will approve the appeal by changing the final result if any disaccord is identified.

### **ART. 22**

Appeal will be rejected in the following situations:

- a) the analyse established that the result was granted according to the scale;
- b) the result given by the resolution of the appeals, is lower than the result of the Recruitment Committee.

### **ART. 23**

(1) Communication of appeal results is submitted by display at the CBC ROC headquarters, immediately after the solving of the appeals.

(2) The result granted after appeal remains unchained and may be equal, less than or greater than the original result.

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## **ART. 24**

In case of appeal refusal, the candidate can address the law court.

Executive Director

CBC ROC

## **Annex 1**

### **I. ASSISTANT - Bibliography:**

1. The Statute of Cross-Border Co-operation Regional Office Calarasi for the Romanian-Bulgarian Border
2. Romania – Bulgaria Cross-Border Cooperation Programme 2007-2013
3. Organization and Functioning Regulation of CBC ROC

### **II. FINANCIAL EXPERT – Bibliography:**

1. The Statute of Cross-Border Co-operation Regional Office Calarasi for the Romanian-Bulgarian Border
2. Regulation (EC) No 1080/2006 of the European Parliament and of the Council, of 5 July 2006 on the European Regional Development Fund and repealing Regulation (EC) No 1783/1999
3. Council Regulation (EC) No 1083/2006, of 11 July 2006, laying down general provisions on the European Regional Development Fund, the European Social - Fund and the Cohesion Fund and repealing Regulation (EC) No 1260/1999
4. Romania – Bulgaria Cross-Border Cooperation Programme 2007-2013
5. Organization and Functioning Regulation of CBC ROC

### **III. PROJECT MANAGER – Bibliography:**

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1. The Statute of Cross-Border Co-operation Regional Office Calarasi for the Romanian-Bulgarian Border
2. Regulation (EC) No 1080/2006 of the European Parliament and of the Council, of 5 July 2006 on the European Regional Development Fund and repealing Regulation (EC) No 1783/1999
3. Council Regulation (EC) No 1083/2006, of 11 July 2006, laying down general provisions on the European Regional Development Fund, the European Social - Fund and the Cohesion Fund and repealing Regulation (EC) No 1260/1999
4. Romania – Bulgaria Cross-Border Cooperation Programme 2007-2013
5. Organization and Functioning Regulation of CBC ROC

## Annex 2

### I. ASSISTANT

**Position level:** Execution

#### **Main objectives of the position:**

The full time Assistant is ensuring smooth working conditions for JTS activity, as a responsible person for the general administration of the day-to-day operation, assisting the Head and the staff of the JTS, and is providing/organising all internal and external secretarial services to all members of JTS.

#### **Tasks of the Assistant:**

- To carry out all general office work (correspondence, mailing, mailing and address lists, external communication, photocopying, file-keeping, responding to general public requests);
- To assist in compiling and administering data/documents/information for internal use and information to the MA (staff working/attendance sheets, staff calendar, internal meetings (minutes), holiday sheets);
- To develop and monitor the calendar of the JTS;
- To participate in and to assist the organisation of events;
- To organise/monitor/invoice-check of travel arrangements for all staff members;

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- To independently answer general public requests;
- To organise/monitor the supply of office supplies/office equipment and services such as office maintenance etc;
- To handle the petty cash;
- To handle the daily mail and courier services, special postal services;
- To take care of visitors to the office;
- To carry out protocol activities for the JTS;
- To support the international permanent members of staff with arrangements related to moving to or housing in Romania, assisting in dealing with local authorities.

### **Position requirements:**

- university degree;
- at least 1 year experience in Office administration;
- fluent in spoken and written English;
- an asset would be knowledge of both national languages spoken in the area;
- capacity of working under pressure and of meeting the set final deadlines;
- good understanding and knowledge of the programme area;
- very good computer skills: MS Office including Excel, Access and PowerPoint, Internet;
- very good communication skills, creative and problem-solving oriented;
- a good team worker;
- skilled for establishing good working relationships.

### **Limits of Competence:**

- Acts on behalf of and signs documents assigned by the Head of JTS;
- Proposes specific documents to be approved by Head of JTS.

### **Delegating Responsibilities:**

From: Head of JTS and Executive Director of CBC ROC

To: N/A

### **Relationships area:**

Internal:

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- a) Hierarchical relationships
  - subordinated to: Head of JTS and Executive Director of CBC ROC
  - hierarchically higher to: N/A
- b) Functional relationships: With all staff within JTS;
- c) Control relationships: Is controlled by the Head of JTS and by Executive Director of CBC ROC.

External (within the limits set by the institution's leadership):

- a) with Ministry of Regional Development and Housing;
- a) with bodies of the central, local, and regional administration, NGOs etc in Romania and Bulgaria;
- b) with national and foreign institutions and organizations.

### II. FINANCIAL EXPERT

**Position level:** Execution

#### **Main objectives of the position and related responsibilities:**

The Financial Expert is responsible for the financial assessment of project proposals and for the monitoring of financial section of progress reports and for the checking of the reimbursement claims of the supported projects. He/She is also the contact to applicants and project partners for providing advice and information on implementation, reporting and budgetary issues.

#### **Tasks of the Financial Expert:**

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- To participate in cooperation with the Monitoring Committee and its subcommittees at the preparation of calls for proposals;
- To provide support and advice to project candidates - partly in co-operation with the Info Point - during the application phase on financial and budgetary issues;
- To participate in the project selection procedure as regards to assessment of the project budget;
- To act as contact person and advisor for financial aspects of the selected projects;
- To contribute to the definition of internal rules for the review of financial progress reports;
- To contribute to the preparation and revision of application pack, JTS Manual of Procedures relevant to his/her professional area;
- To provide support and advice to project partners concerning contracting, eligibility of expenditure and financial reporting;
- To prepare and to revise the Project Implementation Manual - Financial section, for successful projects implementation;
- To collect and to review financial reports submitted by the lead partners;
- To request clarifications, information, and additional documents from the beneficiaries or controllers on the implementation, procurement, state aid etc. as necessary, in order to assess financial section of reports and reimbursement claims;
- To carry out monitoring visits on the spot;
- To prepare Joint Monitoring Committee decisions with regard to programme budgetary issues;
- To notify suspicions of irregularities;
- To carry out analyses, studies and specific works within the institution;
- To report to programme actors on financial progress of the projects;
- To constantly update, manage and disseminate financial information on the programme and to report to the Joint Monitoring and Steering Committees and the Managing Authority;
- To provide appropriate input to the programme monitoring system, in order to allow financial monitoring at programme level;
- To participate and to contribute to project seminars and conferences as appropriate;
- To be actively involved in the implementation of all related Programme support activities;
- To be actively involved in the implementation of other Programme support activities like partner-search events or forums;
- To contribute to the Programme web site, leaflets, brochures and other publications.
- To keep records of all financial documents.

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- To advise LP if financial progress and monitoring is off-schedule, if budget reallocations become necessary, or if any other financial problem requires resolution;
- To carry out other duties and taking over other responsibilities specific to JTS as requested by the Head of Financial Management Unit, Head of JTS or Executive Director.

### **Position requirements:**

- university degree in financial management, accounting, economics or in other relevant field;
- at least 2 years of relevant professional experience;
- an asset would be any experience in financial monitoring and control of EU programmes and/or other international projects;
- fluent in English and Romanian and/or Bulgarian in speaking and writing;
- an asset would be the knowledge of both national languages spoken in the area;
- work experience in a public and/or private financial organisation or institution;
- ambition to work in an international environment with different administrative traditions;
- able to propose solutions for administrative procedures related to project and programme management, including legal settings, audit and control requirements;
- very good computer skills: MS Office including Excel, Access and PowerPoint, Internet;
- skilled in establishing good working relationships
- capacity of maintaining good working relationships with other authorities;
- creative and problem-solving oriented, interested in new learning experiences;
- communicative, open minded, and a good team worker.

### **Limits of Competence:**

- Acts on behalf of and signs documents assigned by the Head of Financial Management Unit;
- Proposes specific documents to be approved by Head of Financial Management Unit.

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## **Delegating Responsibilities:**

From: Head of Financial Management Unit, Head of JTS and Executive  
Director of CBC ROC

To: N/A

## **Relationships area:**

### Internal:

#### b) Hierarchical relationships

- subordinated to: Head of Financial Management Unit,  
Head of JTS and Executive Director of CBC ROC

c) hierarchically higher to: N/A

b) Functional relationships: with people on similar hierarchical positions;

c) Control relationships: is controlled by the Head of Financial Management Unit, Head of the JTS and by the Executive Director of the CBC ROC;

### External (within the limits set by the institution's leadership):

- With bodies of the central, local, and regional administration, NGOs etc.;
- With national and foreign institutions and organizations.

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## III. PROJECT MANAGER

### **Position level: Execution** **Main objectives of the position and related responsibilities:**

The Project Manager is responsible for the preparation of calls for proposals, to the technical assessment of project proposals as well as for monitoring and control of the progress reports on the implementation of the approved projects. He/she is also a contact to beneficiaries and project partners for providing advice and information on implementation, reporting and content related issues.

### **Tasks of the Project Manager:**

To participate in co-operation with the Monitoring Committee and its subcommittees to the preparation of calls for proposals;

- To contribute in preparation, continuous evaluation and development of the Application Package: the Application Form and its annexes as well as the Guidelines to Applicants;
- To contribute to the preparation of JTS Manual of Procedures relevant to his/her professional area;
- To provide support and advice to project partners on all technical issues;
- To provide support and to project candidates - partly in co-operation with the Information and Promotion Unit - during the application phase on composition of appropriate partnerships and also on all technical issues;
- To participate in the project selection procedure as regards to assessment of the project technical issues;
- To contribute to the preparation of the Joint Steering Committee regarding project selection;
- To prepare Joint Monitoring Committee decisions with regard to Programme technical issues;
- To act as an advisor for the selected projects and lead partners;
- To prepare and review the Projects Implementation Manual – Technical section - for successful projects implementation;
- To contribute to the preparation of JTS level implementation procedures relevant to his/her professional area;
- To contribute to the definition of internal rules for the review of technical progress reports;
- To collect and review technical section of the progress reports submitted by all beneficiaries, and to advise project partners if progress is not on schedule or activities change;
- To request clarifications, information, and additional documents from the beneficiaries on the implementation aspects as necessary, in order to assess technical section of reports;

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- To constantly update, manage and disseminate technical information on the Programme and to report technical progress of the projects to the Joint Monitoring and Steering Committees and the Managing Authority;
- To carry out monitoring visits on the spot;
- To carry out analyses, studies and specific works within the institution;
- To provide appropriate input to the programme monitoring system, in order to allow technical monitoring at programme level;
- To report to programme actors on technical progress of the projects;
- To prepare statistics and monitoring figures at Programme level for the Monitoring Committee, the European Commission, and to assist the implementation of their meetings;
- To participate and contribute to project seminars and conferences as appropriate;
- To be actively involved in the implementation of all related Programme support activities;
- To contribute to the Programme web site, leaflets, brochures and other publications;
- To keep records of all documents related to the technical progress of projects;
- To notify suspicions of irregularities;
- To carry out other duties and taking over other responsibilities specific to JTS as requested by the Head of Projects Management Unit, Head of JTS or Executive Director.

### **Position requirements:**

- an university degree preferably in engineering, spatial planning, public administration, economics, law or other fields related to programme priorities;
- at least 2 years of relevant professional experience;
- an asset would be any experience in technical monitoring, engineering and control of EU programmes and/or other international projects;
- fluent in English and Romanian and/or Bulgarian in speaking and writing;
- familiarity with European territorial development policies and related EU legislation;
- an asset would be the knowledge of both national languages spoken in the area;
- in-depth knowledge of the eligible areas of Romania and Bulgaria and the political and regional situations;
- experience in and ambition to work in an international environment with different administrative traditions;
- able to propose solutions for administrative procedures related to project and programme management, including legal settings, audit and control requirements;

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- very good computer skills: MS Office including Excel, Access and PowerPoint, Internet;
- capacity to administer a variable level of workload, while meeting deadlines and ability to take responsibility for delivery of high quality results to tight deadlines;
- skilled in establishing good working relationships
- capacity of maintaining good working relationships with other authorities;
- creative and problem-solving oriented, interested in new learning experiences;

**Limits of Competence:** open minded, and a good team worker.

- Acts on behalf of and signs documents assigned by the Head of Projects Management Unit;
- Proposes specific documents to be approved by Head of Projects Management Unit.

### **Delegating Responsibilities:**

From: Head of Projects Management Unit, Head of JTS and Executive

Director of CBC ROC

To: N/A

### **Relationships area:**

#### Internal:

#### c) Hierarchical relationships

- subordinated to: Head of Projects Management Unit,  
Head

of JTS and Executive Director of CBC ROC

d) hierarchically higher to: N/A

b) Functional relationships: with people on similar hierarchical positions;

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- c) Control relationships: is controlled by the Head of Projects Management Unit, Head of the JTS and by the Executive Director of the CBC ROC;

External (within the limits set by the institution's leadership):

- With bodies of the central, local, and regional administration, NGOs etc.;
- With national and foreign institutions and organizations.

### **Annex 3**

#### **Pronouncement,**

The undersigned ..... identified with the Identity Card series..... no....., certifies that all documents required to be submitted are true, correct and complete.

The copies of the documents referred to in prior paragraph are affiliated are authentic copies and translation into English is real.

If at the final of this recruitment process I am considered available to fulfil a vacant position, I am liable to submit the certified copies of requested documents.

I understand that any unrighteousness in the presentation of these copies is punished according to law.

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**Date,**

**Signature,**